



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 18-032

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Instructor-Associate Professor, Management</b>
<b>Department:</b>	<b>School of Business</b>
<b>Pay Level &amp; Step:</b>	<b>27, 29-30, Step 01</b>
<b>Annual Salary:</b>	<b>\$43,188.94 - \$50,040.31</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: July 11, 2018</b>	<b>Closing Date: July 20, 2018 or Until Filled</b>

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

### **Nature of the Position:**

The position is a 10 month faculty position under the direct supervision of the Director of the School of Business. The department is charged with the responsibility of assisting the College fulfill its educational mission by providing instruction for the School of Business.

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Revised 02/02/2018

The Department's primary focus is on excellence in teaching and student success. We recognize the value in working collaboratively in order to promote success in the classroom and professional growth. We are looking for faculty to join us in this pursuit. We are seeking a dynamic and dedicated instructor to join our team of full-time faculty members and adjunct instructors who has the will and ability to take the initiative and is enthusiastic about improving and enhancing academic performance. Our goal is to have a team of professionals who share a dedication to excellence and who are committed to welcoming and supporting all students. The position is expected to perform with minimal supervision a broad range of instructional and organizational work, including but not necessarily limited to the following:

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Teaches a total of 30 credit hours per academic year (Fall and Spring), in the areas of Management, and other related areas as agreed upon by the Director.
- Assists with registration and provides academic advising for Business majors;
- Exhibits sensitivity to students' personal, cultural, and gender differences in a non-threatening learning environment;
- Posts and maintains office hours for consultation with students;
- Develops, administers, and scores tests and exams for courses taught;
- Evaluates student learning, records and submits course grades, and maintains records of student performance;
- Reviews textbooks and other curricular materials for adoption, recommends books to NMC Library to support courses, and works with the NMC bookstore when ordering textbooks.
- Prepares, revises, and submits course guides and syllabi for courses taught as required;
- Actively and productively participates in ongoing assessment of courses within the employee's areas of expertise, and makes recommendations to the Director and the department regarding improving assessment measures of student learning outcomes;
- Assists the department in developing, implementing, and revising goals and objectives related to areas of expertise. Works cooperatively with other departments and programs in achieving NMC's goals;
- Strives continuously to improve teaching effectiveness, program quality, and professional competence. Participates in ongoing departmental efforts to improve curriculum and the teaching-learning environment;
- Actively and productively participates in departmental and/or institutional committee work and other college-wide activities;
- Actively and productively participates in community activities for College representation, student recruitment, and other purposes of institutional advancement;
- Actively and productively participates in faculty meetings, workshops, conferences, and available professional development activities;
- Provides information and assistance to the Director in budget matters relating to the School of Business;
- Assists the Director by conducting classroom observations of department faculty, both full-time and adjunct, and submitting written reports of these observations to the Director for faculty evaluation purposes when requested;
- Develops and maintains for evaluation purposes a Performance Portfolio which documents teaching performance and outcomes, demonstrates involvement and achievement in College and community activities and reflects continuous professional growth.
- Submits to the Director information on activities and accomplishments for departmental monthly reports;
- Maintains a good working relationship with department personnel and other College employees;
- Adheres to College policies and procedures.
- Provide effective phone etiquette and customer service skills.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Education:

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- Master's degree from a U.S. Department of Education recognized accredited institution in Business Administration, Business Management, Business Education, Marketing, Administration, Finance or other related field.
- Experience:
  - Two (2) years teaching experience at the Post-Secondary level.

*All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.*

*All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.*

### **Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the School of Business, Learning & Student Success Division, and the College.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

### **Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

### **Conditional Requirements:**

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is "Not Covered": Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

### **How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. **\*\*\*The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to "See Attached Resume" will not be accepted.**

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All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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